

5770

09/08/94

City Council

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT

CLASSIFICATION SPECIFICATION

TITLE: LIBRARY PAGE

DEFINITION

Under supervision, to perform a wide variety of routine library support tasks, and to do related work as required.

REPORTS TO: Varied

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from professional library staff. Receives functional and technical supervision from high level library clerical staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Sort materials into proper order and shelve materials as required.
- Clear tables of books, magazines, and other materials.
- Maintain materials in order on the shelves.
- Assist in the processing of books and other materials.
- Assist with group services by arranging meeting rooms and displays.
- Assist with the preparation and maintenance of bulletin boards or displays.
- Clean soiled books, dust shelves and maintain work areas in a neat and orderly fashion.
- Perform simple custodial and messenger duties as required.
- Search for specific materials to fill library patron requests as directed.

QUALIFICATIONS

Knowledge of:

- Modern office methods, practices, and procedures.

Ability to:

- Understand and follow oral and written directions.
- Sort and file alphabetically and numerically.
- Perform a variety of general clerical tasks.
- Lift 20-40 pounds as required of some positions.
- Work part-time or irregular schedules including evenings and weekends.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: None required

Experience: None required

TYPICAL WORKING CONDITIONS

Weekend and night work required.

NECESSARY SPECIAL REQUIREMENTS

Minimum age of 14 years.

MEDICAL CATEGORY: Group 1

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Library Page

TO: Library Clerk I or II